



**United States Court
of International Trade**
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

AMENDED NOTICE (E-GOVERNMENT ACT)

Pursuant to paragraph 1(a) of the Administrative Order No. 02-01, adopted by the United States Court of International Trade on December 18, 2001 with an effective date of April 1, 2002, governing electronic filing (E-Filing) procedures, as of July 1, 2004, all new cases filed with the Court become subject to E-Filing, unless otherwise excepted. As of January 1, 2005, all cases pending before the U.S. Court of International Trade will be subject to E-Filing.

In all other cases, [The] the Office of the Clerk [currently is imaging (scanning)] will image (scan) pleadings, motions, briefs and other papers for posting to the Court's CM/ECF System that is accessible through the Court's Internet Website. Any individual, who has a password and ID to the Court's CM/ECF System, will be able to read, download, store and print the full content of imaged (scanned) documents. The Clerk's Office [is not imaging (scanning) or posting] will not image (scan), post, or make available electronically, documents that are sealed or otherwise restricted by court order.

Parties and counsel should not include sensitive information in any document filed with the Court unless such inclusion is necessary and relevant to the case. It is important to remember that any sensitive information not otherwise protected will be available over the Internet via the Court's CM/ECF System. If sensitive information must be included in a filing, the following personal data identifiers must be partially redacted from the filing, regardless of the form, i.e., paper or electronic media: (1) social security numbers, (2) financial account numbers, (3) dates of birth and (4) the names of minor children.

~~[Based on the E-Government Act of 2002 (Pub. L. No. 107-347, Dec. 17, 2002), a party or counsel intending to file a document containing the personal identifiers specified above may file an unredacted document under seal. This document will be retained by the Court as part of the record. Pursuant to USCIT R. 81(h), the filing party also is to file a redacted copy for the public file.]~~

Pursuant to the E-Government Act of 2002 (Pub. L. No. 107-347, Dec. 17, 2002), Section 205(c)(3), as amended (Pub. L. No. 108-281, August 2, 2004), a party or counsel intending to file one or more documents containing the personal identifiers specified above may file a "reference list" with the Court that would include the complete version of each personal data identifier and a corresponding partially redacted version of each identifier. This list will be maintained under seal and may be amended by a party as a matter of right. The list is intended to serve as a type of "key." The redacted version would be used in lieu of, and be construed to refer to, the complete identifier in subsequent filings in the case.

In addition, parties and counsel are advised to exercise caution and follow the requirements of USCIT R. [82(h)] **81(h)** when filing a document that contains other sensitive personal information, or confidential, business proprietary, privileged or classified information.

Counsel are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain information may be made. ~~[If a redacted document is filed, it]~~ **It** is the sole responsibility of counsel and the parties to be sure that all filings comply with the Court's Rules, orders or notices regarding the redaction of personal data identifiers or other sensitive information. The Office of the Clerk will not review counsel's filings for redaction.

Leo M. Gordon
Clerk of the Court

April 15, 2003; **as amended Sept. 28, 2004, eff. Nov. 1, 2004.**